

Security Strengthening Project (MNS:SSP)

IDB - JA-L1074 (LC # 4400/OC-JA)
Shops 31&32 Kingston Mall
Kingston, Jamaica



Ministry of National
Security

TOR LEARNING COORDINATION SPECIALIST

Date

June 10, 2019

Services Performed For:

Security Strengthening Project (MNS:SSP)

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Shops 31&32 Kingston Mall
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Background

The Government of Jamaica has established a Security Strengthening Project (SSP), funded by a Loan from the Inter American Bank (IADB), the main objective of which is to contribute to an increase in the conviction rate for murders in Jamaica. The strategy to achieve the main objective will be the “specific objectives”:

- (i) To assist in the reduction of the rate of murders in the country;
- (ii) To increase the proportion of police investigations of murders that result in prosecution;

And

- (iii) The training of police officers in the use of technology in crime fighting.

The Ministry of National Security (MNS) is charged as the Executing Agency and is currently engaging the services of a Consultant.

The Security Strengthening Project has three (3) components: (i) **Component 1**. Violent crime prevention and management; (ii) **Component 2** - Improving investigative capabilities for homicides; (iii) **Component 3** - Change Management & Communications.

The Project components comprise activities to benefit and involve the participation of the Ministry of National Security and the following entities within its portfolio:

- The Jamaica Constabulary Force (JCF)
- The Department of Correctional Services (DCS)
- The Firearm Licensing Authority (FLA)
- Passport, Immigration, Citizenship Agency (PICA)
- The Institute of Forensic Science and Legal Medicine (IFSLM)
- The Private Security Regulatory Authority (PSRA)

Additional entities outside the portfolio of the Ministry of National Security includes;

- The National Works Agency (NWA)
- eGov Jamaica Limited (eGov)

Consultancy Objective

The **Objective of the consultancy** is to:

- detail the scope of the work packages and deliverables required to support all the Learning components of the SSP;
- complete detail plans and
- coordinate all activities, deliveries and quality reviews
- coordinate the reporting of results and measures for all learning interventions within the scope of SSP

Scope of Work

The Scope of work for this consultancy includes the following.

Project coordination of all activities and deliverables related to the learning components of the SSP. This includes:

Coordination of the team work

Coordinate all team members involved in work packages within the scope of the project learning activities.

Provide proactive support for team work, communication and team spirit.

Technical Work Group Planning

- 1) Participate in the project planning activities and complete the plan components related to the learning scope
- 2) Compiled detailed schedule, work assignments and deliverables quality plan for all elements within the scope of the learning components of SSP (Component 3)
- 3) Ensure that all team members confirm their work assignments and agree due dates and quality standards

Learning Programme Delivery

- 1) Using the input from the Curriculum development specialist, coordinate the development of the learning design (course/workshop/training etc), the participant material and the presenter materials
- 2) Coordinate the loading of electronic portions of the learning curriculum into the learning platform

IT Competence Development Programme coordination

- 1) Coordinate the development of the detailed schedule and work assignments
- 2) Coordinate the delivery of the work packages and the activities on the schedule

Project Learning Coordination and Monitoring

- 1) Monitor and control the performance of the learning related activities as per the agreed schedule. Escalate or engage team leads as needed.
- 2) Follow up and reminders for all activities and events related to the learning scope
- 3) Work with the PEU to arrange and support all meetings, working sessions and events (training and otherwise) related to the learning scope
- 4) Report weekly, monthly and quarterly on all learning related activities
- 5) Identify, record, report and track to completion all risks, issues and problems that will negatively impact the project learning components

Methodology and Standards

The consultant is expected to use accepted and proven methodologies for carrying out the assignment. ***The consultant must identify the relevant local and international standards for learning technologies, and demonstrate how these are applied to the assignment.***

The consultant should prepare a detailed methodology (approach) and work plan indicating how the objectives of the assignment shall be achieved.

The project schedule portion of the work plan must be developed using MS projects or Excel and must be loaded into the Online Project management portal.

The work plan submitted should show the allocation of time to each of the key components of the project and detailed scheduling should be provided to support the methodology outlined.

All documentation produced must meet the documentation standards for the project and must be reviewed and approved by the relevant TWG stakeholders as per the project operating manual or agreed quality procedures.

Utilize current and effective tools for constant communications, including but not limited to Wats App, Telephones, Email and any others.

Deliverable and Milestones

Objective	Deliverables	Milestone
On Boarding and Documentation review	Meetings with training team to discuss the scope of the training and status of activities	Consultant on boarded
Compile work plan and update as the project plan requires	Consultant work plan	Completion of consultant work plan
Review the relevant international standards and recommend those elements that should be applied to the project in order to support the project objectives.	Scope and Standards Review	Review of project scope, relevant standards and methods completed
Compile detailed schedule, work assignments and deliverables quality plan for all elements within the scope of the learning components of SSP	Project plan and schedules for Learning component (and relevant updates as required or scheduled)	Annual project plan and detailed schedule for Learning related work packages completed
Coordinate TWG meetings	Meeting and event plans	Fortnightly TWG team meetings completed
Coordinate the development of the learning design, the participant material and the presenter materials	Learning programme evaluation results	Learning deliverables published, as per schedule
Coordinate the loading of electronic portions of the learning curriculum	Learning programme materials including learning programme directory	Learning programme material loaded and filed

Objective	Deliverables	Milestone
into the learning platform		
Compile status and progress reports against workplan on an ongoing basis.	Weekly, monthly and quarterly status reports as per the project operating manual and the stakeholder requests.	Periodic Reports and Final Report completed.

Duration

Thirty-Six (36) months

Qualifications

- **Academic Degree / Level & Years of Professional Work Experience:**
 - PMP certified
 - Bachelor in Human Resource Management with specialization in training
 - Experience in using Kirpatrick Level 1-3 Training Evaluation.
 - At least 5 years' experience in managing similar projects
 - General knowledge and understanding of ICT.
- **Languages:**
 - Excellent writing skills and command of the English Language (oral and written).
- **Areas of Expertise:**
 - Previous experience in the design and implementation of Training solution is mandatory.
 - Additional project experience in large, sensitive and complex environment.
- **Skills:**
 - Excellent strategic leadership and management skills with analytical and strategic thinking;
 - Working computer proficiency, including the ability to utilize MS Office Suite.
 - Excellent problem-solving skills.
 - Excellent communication (both written and verbal) skills and relationship management.
 - Proven track record of working effectively within multi-disciplinary teams.
 - Experience undertaking multilateral funded projects would be a distinct advantage.
 - Good organizational, analytical, team-building, problem solving, communication and negotiating (including conflict resolution) skills.

- Ability to quickly build and maintain productive relationships with high level Government officials and other key stakeholders, including those in the donor community and private sector.
- Public speaking skills

Reporting

The Consultant will report directly to the Project Director, Project Executing Unit and work directly with the Training Technical Working Group (TWG) team lead.

He/she will liaise and consult with the Ministry of National Security and the Agencies involved in SSP on matters relating to the Project, as necessary.

Location

Offices of the National Police College of Jamaica primarily and the offices of PEU , with mobility as needed taking into account the locations of the various stakeholders and other scenes of action, and demands of the assignment, day to day. Consultant's premises as necessary.

Type of Consultancy

Individual

Payment Schedule

The payment schedule will be based on completion of the major phases as evidenced in the completion of the deliverables as noted below.

- 15% on completion of the documentation review and onboarding
- 15% on completion of the consultant work plan and schedule of activities
- 60% payable in monthly installments, as a retainer for consulting on all elements. Monthly invoices accompanied by status reports due.
- 10% on satisfactory completion of contract and submission of all deliverables (including the Final Report)

Document Control

Distribution

For use by the SSP PEU, the relevant TWG and the consultant involved in the scope of work.

Version Control

Version #	Updated By	Revision Date	Approved By	Approval Date	Reason
1.0	Latoya		N/A	N/A	Initial draft for review
2.0	Jermaine Brown	30 January 2019	N/A	N/A	Update into SSP template
3.0	Gillian Mitchell	7 th March 2019	N/A	N/A	Reviewed and updated Qualifications
4.0	Karen Smythe-Witter	14 th May 2019	N/A	N/A	Updated objectives/deliverable/milestones. Prepared consolidated NPCJ TOR document with all TORs
5.0	Jermaine Brown	10Jun2019			Created separate documents for each TOR based on the agreed details in the consolidated NPCJ TOR document. Add qualification and payment schedule.
6.0	KSW	24Jun			Final review and update Circulated for approval
6.1	Donald Miller	June 28, 2019	N/A		Updated deliverables, payment schedule milestone
7F			TWG Team Lead		Approved final